



Keyboard Shortcuts in Notes 6.x

Mail and Calendar basics

Press	To do this
ALT+DOWN ARROW	Open date picker, time picker, and time zone picker in new Calendar entry form
ALT+UP ARROW	Close date picker, time picker, and time zone picker in new Calendar entry form and save new selection
ARROW KEYS	Move through embedded date picker
CTRL+click Calendar view time slot	Create a new Cal entry and enter the Subject at the view level (ESC saves entry)
CTRL+click existing Calendar entry	Edit Subject at the view level (ESC saves entry)
CTRL+E	Edit document
CTRL+M	Create new mail memo
CTRL+PAGE DOWN	Move to next day, week, or month in Calendar view
CTRL+PAGE DOWN	Move to selected month and day of following year in embedded date picker
CTRL+PAGE UP	Move to previous day, week, or month in Calendar view
CTRL+PAGE UP	Move to selected month and day of previous year in embedded date picker
CTRL+S	Save current document
DELETE	Mark mail memo for deletion (place mail memo in Trash); delete Calendar entry (permanently deletes entry)
ENTER	Close date picker, time picker, and time zone picker and activate selection in new Calendar entry form and save new selection
ENTER	Close document and open next document
ENTER	Open selected document or view
ESC	Close date picker, time picker, and time zone picker in new Calendar entry form without changing selection
ESC	Exit embedded date picker
ESC or CTRL+W	Close current document
F3	Move to next selected document



F4 or TAB	Move to next unread document in a view Note If you have enabled " <u>Use Tab to navigate to Read-Only Documents</u> " in User Preferences, only F4 moves to next unread document. TAB moves to next unread document until the last unread document is selected. Then it moves to the next navigable object in the next frame. When a document is open in read-mode, TAB navigates to any embedded object such as URLs, database links, and attachments.
F6	Move to next pane or frame
Focus cursor next to group name in To, CC, or BCC field, then press F9	Expand a Personal Address Book group in the To, CC, BCC field of a mail message (displays each member of the group)
F9	Refresh Mail or Calendar views
HOME	Move to current day in embedded date picker
INSERT	Toggle between read and unread mark of document
PAGE DOWN	Move to next month in embedded date picker
PAGE UP	Move to previous month in embedded date picker
SHIFT+BACKSPACE	Select previous document in view
SHIFT+CTRL+C	Display the Instant Messaging Contact List
SHIFT+CTRL+ENTER	Send mail memo and open new mail memo in Edit mode
SHIFT+DELETE	Delete mail memo (places memo in trash)
SHIFT+ESC	Close and save current document (except for mail memo) without opening the Close dialog box
SHIFT+ESC	Send and close mail memo
SHIFT+F3	Move to previous selected document
SHIFT+F4, or SHIFT+TAB	Move to previous unread document
SHIFT+F6	Move to previous pane or frame
SPACEBAR	Give focus to embedded date picker



Navigating through Notes

Press	To do this
ALT+B, then number (<u>Show extended accelerators</u> in User Preferences must be enabled)	Open bookmark on Bookmark bar
ALT+F5	Restore Notes to default minimized size
ALT+F7, then ARROW KEYS, then ENTER	Move position of active window
ALT+F8, then ARROW KEYS, then ENTER	Change size of active window
ALT+F9	Minimize active window
ALT+F10	Maximize active windows
ALT+number, then ARROW KEYS (Show extended accelerators in User Preferences must be enabled)	Activate action button and action button menus on action bar
ALT+underlined letter for menu item, or ARROW KEYS	Move to next menu item
ALT+W, then number (Show extended accelerators in User Preferences must be enabled)	Open window tab and navigate between them on task bar
ALT+W, then ARROW KEYS (<u>Display Window Menu</u> and Show extended accelerators options in User Preferences must be enabled)	Open Window menu
ARROW KEYS	Navigate between bookmarks on Bookmark bar or in Bookmark page
ARROW KEYS	Navigate between Workspace tabs and icons
ARROW KEYS	Navigate within embedded elements and objects, such as buttons, on Welcome Page
CTRL+BREAK	Stop operation in progress
CTRL+F6	Switch between open windows (for example, between the application and Help)
CTRL+L, type URL address, then ENTER	Go to a Web page
CTRL+Q or ALT+F4	Exit Notes
CTRL+TAB, or ALT+RIGHT ARROW	Move to next window tab
DELETE	Delete Workspace icon
DOWN ARROW	Move to next entry in Replicator
END	Move to last entry in Replicator
ENTER	Open keyword list in keyword field
ENTER	Open selected Workspace icon, window tab, menu item, bookmark
ESC	Exit embedded element on Welcome Page
ESC or CTRL+W	Close active window



F1	Get Help on current feature
F5	Lock User ID
F6	Move to next pane or frame
F10 or ALT	Access menu bar
HOME	Move to first entry in Replicator
PAGE DOWN	Move to previous page in Replicator
PAGE UP	Move to next page in Replicator
SHIFT+ALT+S	Open Search menu
SHIFT+CTRL, then UP ARROW or DOWN ARROW	Select multiple bookmarks or Bookmark folders
SHIFT+CTRL+ARROW KEYS, then ENTER or ESC	Drag and drop Workspace icons
SHIFT+CTRL+TAB, or ALT+LEFT ARROW	Move to previous window tab
SHIFT+F6	Move to previous pane or frame
SHIFT+F10	Access Windows context menus
SPACEBAR	Open selected embedded element on Welcome Page
UP ARROW	Move to previous entry in Replicator

Databases

Press	To do this
ARROW KEYS	Move through embedded element
CTRL+N	Create new database
CTRL+O	Open database
ENTER	Select item in embedded outline
ESC	Exit embedded element
ESC or CTRL+W	Close current database
F9	Refresh current document (in Edit mode), view or workspace
MINUS (-) key	Collapse folder in embedded outline
PAGE DOWN	Move to bottom of active page
PAGE UP	Move to top of active page
PLUS (+) key	Expand folder in embedded outline
SHIFT+CTRL+F9	Update all views in current database
SHIFT+F9	Rebuild current document, view, workspace (must have Manager access)
SPACEBAR	Give focus to embedded element
UP and DOWN ARROW	Move through embedded outline



Navigating within views, folders, and panes

Press	To do
ARROW KEYS (if <u>Use TAB to Navigate Read-Only Documents</u> in User Preferences is disabled)	Move through embedded view
ASTERISK (*) key on numeric keypad	Expand current collapsed view, category, or folder with subsections
BACKSPACE	Open previous document in current view or folder while still in current open document
CTRL+END	Move to bottom of navigation pane or view pane
CTRL+HOME	Move to top of view navigation pane or view pane
END	Move to far right of view pane
ENTER	Open next document in current view or folder while still in current open document
ENTER	Open selected view or folder
F6	Move to next pane or frame
HOME	Move to far left of view pane
LEFT and RIGHT ARROW	Expand and collapse views and folders that have subsections
MINUS (-) key	Collapse expanded view, category, or folder
PLUS (+) key	Expand collapsed view, category, or folder
SHIFT+8	Expand all collapsed views, categories, or folders with subsections
SHIFT+BACKSPACE	Select previous document in view
SHIFT+F6	Move to previous pane or frame
TAB	Move to next unread document in embedded view
UP and DOWN ARROW	Move between views and folders

Dialog boxes

Press	To do this
DOWN ARROW or RIGHT ARROW	Select next item in a list or set of options in dialog box
ESC	Cancel changes and close dialog box
F1	Get Help on current dialog box
SHIFT+TAB	Move to previous option or set of options in dialog box
SPACEBAR	Access default or selected item(s) in dialog box
TAB	Move to next option or set of options in dialog box
UP ARROW or LEFT ARROW	Select previous item in a list or set of options in dialog box



Properties boxes

Press	To do this
ALT+DOWN ARROW	Open Color field in Font tab
ALT+UP ARROW	Close Color field in Font tab
ALT+ENTER	Open or close properties box
CTRL+ALT+ENTER	Open or close express tools in properties box
CTRL+END	Move to last properties box tab (in Text and Table Properties, last tab is Express Tools)
CTRL+HOME	Move to first properties box tab
CTRL+PAGE DOWN	Move to next properties box tab
CTRL+PAGE UP	Move to previous properties box tab
DOWN ARROW or RIGHT ARROW	Select next item in a list or set of options in properties box
ENTER	Activate default or selected item(s) in properties box
ENTER	Close Color field in Font tab and activate selection
ESC	Close Color field in Font tab without activating selection
ESC	Close properties box when focus is in properties box
F1	Get Help on current properties box
SHIFT+TAB	Move to previous option or set of options in properties box
TAB	Move to next option or set of options in properties box
UP ARROW or LEFT ARROW	Select previous item in a list or set of options in

Reading documents

Press	To do this
ARROW KEYS	Navigate within embedded element in a document
CTRL+PLUS	Move to next highlighted search word in document appearing in preview pane
CTRL+E	Edit document
CTRL+END	Move to bottom of document
CTRL+F	Find text and replace
CTRL+G	Find next word after "Find text and replace"



CTRL+HOME	Move to top of document
CTRL+P	Print selected document
CTRL+PAGE DOWN	Move to next tab in tabbed table
CTRL+PAGE UP	Move to previous tab in tabbed table
CTRL+MINUS	Move to previous highlighted search word in document appearing in preview pane
ESC	Exit embedded element in a document
ESC	Move to previous linked document
F3	Move to next selected document
F4 or TAB	Move to next unread document
LEFT ARROW	Move to previous link or object
RIGHT ARROW	Move to next link or object
SHIFT+F3	Move to previous selected document
SHIFT+F4 or SHIFT+TAB	Move to previous unread document
SPACEBAR	Access embedded element in a document
SPACEBAR	Activate selected object
SPACEBAR	Expand or collapse selected section
SPACEBAR	Open selected link to document, view or data-base
TAB	Move to next object within open document, then out of the frame to the header frame, then to the "preview" frame caption

Selecting and moving text in a document

Press	To do this
ARROW KEYS	Move cursor Note If SCROLL LOCK key is on, scroll page
CTRL+A	Select all contents of document
CTRL+C	Copy selected text or object
CTRL+DOWN ARROW	Move item in list or table one row down
CTRL+UP ARROW	Move item in list or table one row up
CTRL+V	Paste text or object
CTRL+X	Cut selected text or object
DELETE	Delete selected graphic
DELETE	Delete selected text or object
SHIFT+CTRL+DOWN ARROW	Select text up to same point of next line
SHIFT+CTRL+LEFT ARROW	Select previous word
SHIFT+CTRL+RIGHT ARROW	Select next word
SHIFT+CTRL+UP ARROW	Select text up to same point of previous line
SHIFT+DOWN ARROW	Select text to end of current line, move focus to next line



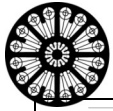
SHIFT+END	Select text to end of current line
SHIFT+HOME	Select text to beginning of current line
SHIFT+LEFT ARROW	Select previous character
SHIFT+RIGHT ARROW	Select next character
SHIFT+UP ARROW	Select text to beginning of current line, move focus to previous line

Moving the cursor in a document

Press	To move to
CTRL+LEFT ARROW	Beginning of current word
CTRL+RIGHT ARROW	Beginning of next word
END	End of line
HOME	Beginning of line
SHIFT+TAB	Previous field in a form
SHIFT+TAB	Previous row in table
TAB (Use accessibility keyboard navigation in User Preferences must be enabled)	Next field in a form
ARROW KEYS (if "Use accessibility keyboard navigation" is disabled)	Navigate between fields on a form
TAB	Next row in table

Changing text and paragraph properties in a document

Press	To do this
CTRL+B	Bold selected text
CTRL+E	Put document in either Read or Edit mode
CTRL+F	Find text and replace
CTRL+G	Find next word when "Find text and replace" starts
CTRL+I	Italicize selected text
CTRL+J	Format paragraphs (alignment, spacing, etc.)
CTRL+K	Format text (font, size, color, etc.)
CTRL+R	Show/Hide ruler
CTRL+T	Change text style to default (color changes only if the text style was applied using a Paragraph Style)
CTRL+U	Underline selected text
CTRL+Z	Undo last action
F2	Enlarge selected text to next available point size
F7	Indent first line in paragraph
F8	Indent entire paragraph



F9	Refresh current document (in Edit mode), view,
F11	Cycle through paragraph styles (defined in the Paragraph Styles tab in Text Properties)
SHIFT+CTRL+L	Insert page break
SHIFT+F2	Reduce selected text to next available point size
SHIFT+F7	Outdent first line in a paragraph
SHIFT+F8	Outdent entire paragraph

Working in views

Press	To do this
CTRL+A	Select all documents in view
CTRL+C	Copy selected document
CTRL+F	Find text in view
CTRL+P	Print selected document or view
CTRL+V	Paste selected document
CTRL+X	Cut selected document
DELETE	Delete selected document (place document in Trash folder; Calendar entries are permanently deleted)
ENTER	Select item in embedded view
F3	Move to next selected document
F4 or TAB	Move to next unread document
F9	Refresh current document (in Edit mode), view or workspace
SHIFT+CTRL+F9	Update all views in current database
SHIFT+DELETE	Delete selected document permanently
SHIFT+F3	Move to previous selected document
SHIFT+F4 or SHIFT+TAB	Move to previous unread document
SHIFT+F9	Rebuild current document, view, or workspace (must have Manager access)
SPACEBAR	Select or deselect document

Keyboard shortcuts when editing a document

You can use the following keyboard combinations while editing a document.

In Windows

To do this	Press
Bold selected text	CTRL+B
Change text properties to default (except for	CTRL+T



Close the document	CTRL+W or ESC
Close and save the current document without opening the dialog	SHIFT+ESC
Copy selected text or object	CTRL+C
Cut selected text or object	CTRL+X
Delete selected text or object	DELETE
Enlarge selected text to next available point size	F2
Find and replace	CTRL+F
Find next and replace	CTRL+G
Format paragraphs (margins, tabs, etc.)	CTRL+J
Format text (font, size, color, etc.)	CTRL+K
Indent entire paragraph	F8 (SHIFT+F8 to undo)
Indent the first line in a paragraph	F7 (SHIFT+F7 to undo)
Insert page break	CTRL+SHIFT+L
Italicize selected text	CTRL+I
Jump to beginning of next word	CTRL+right arrow
Jump to beginning of current word	CTRL+right arrow
Outdent entire paragraph	SHIFT+F8
Outdent first line in a paragraph	SHIFT+F7
Paste	CTRL+V
Reduce selected text to next available point size	SHIFT+F2
Save the current document	CTRL+S
Select contents of a document	CTRL+A
Select next character	SHIFT+right arrow
Select previous character	SHIFT+left arrow
Select text to end of current line	SHIFT+END
Select text to beginning of current line	SHIFT+HOME
Select text to end of current line, move focus to next	SHIFT+down arrow
Select text to beginning of current line, move focus to previous	SHIFT+up arrow
Undo last action	CTRL+Z
Underline selected text	CTRL+U



On the Mac

To do this	Press
Bold selected text	COMMAND+B
Change text properties to default (except color)	COMMAND+T
Close the document	COMMAND+W or ESC
Copy selected text or object	COMMAND+C or F3
Cut selected text or object	COMMAND+X or F2
Delete selected text or object	DELETE
Find and replace	COMMAND+F
Find next and replace	COMMAND+G
Format paragraphs (margins, tabs, etc.)	COMMAND+J
Format text (font, size, color, etc.)	COMMAND+K
Indent entire paragraph	F8 (SHIFT+F8 to undo)
Indent the first line in a paragraph	F7 (SHIFT+F7 to undo)
Insert page break	COMMAND+SHIFT+L
Italicize selected text	COMMAND+I
Jump to beginning of next word	CTRL+right arrow
Jump to beginning of current word	CTRL+right arrow
Outdent entire paragraph	SHIFT+F8
Outdent first line in a paragraph	SHIFT+F7
Paste	COMMAND+V or F4
Save the current document	COMMAND+S
Select contents of a document	COMMAND+A
Select next character	SHIFT+right arrow
Select previous character	SHIFT+left arrow
Select text to end of current line	SHIFT+END
Select text to beginning of current line	SHIFT+HOME
Select text to end of current line, move focus to next	SHIFT+down arrow
Select text to beginning of current line, move focus to previous	SHIFT+up arrow
Undo last action	COMMAND+Z or F1
Underline selected text	COMMAND+U